



***Kentucky Association for  
Psychology in the Schools  
(KAPS)***

***Constitution***

2015

## **Index**

**Article I: Name, Vision, Mission, & Core Values**

**Article II: Membership**

**Article III: Executive Council**

**Article IV: Officers**

**Article V: Regional Representatives**

**Article VI: Committees, Task Forces, & Work Groups**

**Article VII: Liaisons & Other Appointed Positions**

**Article VIII: Meetings**

**Article IX: Parliamentary Authority**

**Article X: Voting**

**Article XI: Code of Ethics**

**Article XII: Association Procedures**

**Article XIII: Amendment Procedures**

# KENTUCKY ASSOCIATION FOR PSYCHOLOGY IN THE SCHOOLS CONSTITUTION

## ARTICLE I. NAME, VISION, MISSION, & CORE VALUES

### Section 1. Name

The name of this organization shall be the Kentucky Association for Psychology in the Schools (KAPS), hereafter referred to as the Association, not for profit.

### Section 2. Vision

The vision of the Association is:  
KAPS nurtures psychological well-being and educational success in Kentucky school communities.

### Section 3. Mission

The mission of the Association is:  
To provide school psychologists and Association members with leadership, support, professional advocacy, and professional training to meet the needs of Kentucky school communities, including students, families, and staff.

### Section 4. Core Values

The core values of the Association are:

- a. **Advocacy:** KAPS engages in actions and activities that seek to positively influence outcomes directly affecting school psychologists, the schools we serve, and the lives of students and their families.
- b. **Collaborative Relationships:** KAPS partners with organizations, agencies, and others to develop and achieve shared goals.
- c. **Continuous Improvement:** KAPS sets a strategic plan and evaluates its outcomes.
- d. **Diversity:** KAPS respects individual, cultural, and other contextual differences in our own interactions and how they shape students' development.
- e. **Excellence:** KAPS promotes the highest standards for service delivery as well as resource development and deployment.

- f. Integrity: KAPS is committed to honest and ethical behavior.
- g. Student-Centered: KAPS supports goals and activities focused on the needs of students and their families.
- h. Visionary Leadership: KAPS leads with enthusiasm and confidence, while working pragmatically in the present and striving toward an optimistic future.

#### Section 6. Limitations

The Association shall be a nonprofit corporation, having members only for the purposes stated in Chapter I of the Operations Manual.

#### Section 7. Dissolution

The Association shall use its funds only to accomplish the objectives and purposes specified in the Constitution and no part of said funds shall inure to, or be distributed, to the members of the Association. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I (Section 5) hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

### ARTICLE II. MEMBERSHIP

#### Section 1. Dues and assessments

Annual dues and special assessments shall be established for each category of memberships, with the exception of honorary life membership. Dues and assessments shall be recommended by the Executive Council subject to approval by the voting membership of the Association.

#### Section 2. Membership year

The fiscal membership year of the Association shall be from July 1st to June 30th.

Section 3. Payment of dues

Dues shall be payable at the beginning of the fiscal year and shall entitle the member to membership privileges for that year. Dues for new members paid after April 1st shall apply for the remainder of that fiscal year as well as for the following fiscal year.

Section 4. Eligibility for membership

Eligibility for membership in the Association shall include persons meeting one of the following criteria:

- a. Professionals who are currently providing psychological services to the schools;
- b. University-based instructors involved in training graduate students to become school psychologists;
- c. Graduate students and interns currently enrolled in a school psychology training program;
- d. Persons interested in promoting the application of psychology in the schools.

Section 5. Application for membership

Application for membership to the Association shall be made to the Chairperson of the Membership Committee.

Section 6. Categories of membership

There shall be five categories of members in the Association:

- a. Regular members shall be those meeting the criteria for membership as described in Article II, Section 4a & 4b.
- b. Student members shall be those meeting the criteria for membership described in Article II, Section 4c.
- c. Retired members shall be those who have previously practiced as either school psychologists or university-based instructors and at one time had met the criteria as a Regular Member.

- d. Categories A, B, and C members enjoy full privileges in the Association including the right to vote and hold office.
- e. Associate members shall be those meeting the criteria for membership described in Article II, Section 4d and are non-school psychologists (e.g. administrators, psychometrists, guidance counselors) who do not wish to be full members. Associate members receive all benefits of Regular membership except they are not eligible to vote or hold office.
- f. Lifetime members shall be those who have been awarded this honorary title by the Executive Council. Lifetime members enjoy full privileges in the Association including the right to vote and hold office. Membership dues and annual conference registration fees are waived for Lifetime Members.

Section 7. Severance of membership

- a. An individual's KAPS membership may be terminated for nonpayment of annual dues. Membership dues must be paid within three months of the due date of July 1st or the benefits of membership shall lapse and the person's name will be archived in the Association's mailing list.
- b. An individual's KAPS membership may be terminated for violation of the National Association of School Psychologist (NASP) written code of ethics, which KAPS approved as reasonable and acceptable standards of professional practice. This termination shall occur via a two-thirds majority vote of the Executive Council following a reasonable and detailed presentation of relevant information from the Professional Standards Committee.
- c. All members are granted protection via the right of appeal.

ARTICLE III. EXECUTIVE COUNCIL

Section 1. Members of the Executive Council

Voting members of the Executive Council shall be the officers of the Association, the regional representatives as established by the Operations Manual, and the chairpersons of all standing committees. The NASP delegate, liaisons, and all other appointed positions are included on the Executive Council as non-voting members.

## Section 2. Duties of the Executive Council

- a. While the basic responsibility of the functioning of the Association rests with the total membership, the Executive Council shall exercise general management of the affairs of the Association;
- b. The Executive Council shall have and exercise the general direction, control and management of the activities and business of the Association. It shall have the power to purchase, to lease, to pledge, and sell any personal or real property of the Association and to make contracts and agreements on behalf of the Association, as it may be deemed needful and convenient for the Association's purposes and operations;
- c. The Executive Council shall administer any donations, grants, or bequests;
- d. Upon affirmative vote by two-thirds (2/3) of the members present and voting, the Executive Council may establish such administrative offices, the terms, tenure, and compensation thereof, as may be necessary and advisable for the further accomplishment of the mission and goals of this Association.

## Section 3. Conflict of interest policy

The Association places great importance on ensuring the continued confidence and trust of its members and the public at large. Among other things, and in that regard, the Association requires that any action taken by members of its Executive Council, its officers, or its committee members be free from even the appearance of impropriety and free from any conflict of interest. Specifically, the Association prohibits any: (i) member of the Executive Council; (ii) officer; (iii) committee member; or (iv) other person from participating in any decision-making process or approval of any ventures or activities that are sanctioned or sponsored by the Association and for which such individual may gain an economic benefit. In addition, before recusing himself or herself from said decision-making process, the individual must fully disclose to the Association every and all economic benefit that the individual may expect to receive as a result of the venture or activity and must provide the Association's President with full copies of any contracts, agreements, or other documents with third parties that relate to such ventures or activities.

## Section 4. Removal from office

An officer or member of the Executive Council may be removed from office for ethical or legal violations or dereliction of duty after a review and vote by the Executive Council.

#### ARTICLE IV: OFFICERS

##### Section 1. Officers and elections

- a. The officers of the Association shall be the President, President-Elect, Past President, Secretary, Treasurer, Treasurer-Elect, and Past Treasurer.
- b. The offices of President-Elect, Secretary, and Treasurer-Elect are filled by simple majority of membership voting.
- c. In the event that the President-Elect, Secretary, or Treasurer-Elect is unable to complete his/her term of office, a special election will be held to fill the remainder of the term.
- d. No officer shall serve more than two consecutive terms in the same office
- e. No member of the organization may hold more than one elected office at a time.

##### Section 2. President

- a. The term of office for President shall be two years. In addition, one year will be served as President-Elect and one year as Past President.
- b. The office of President-Elect shall be on the ballot in even numbered years.
- c. The office of the President shall be filled by succession of the President-Elect to the Presidency.
- d. In the event the President is unable to complete his/her term of office, the President-Elect will fill the remainder of the term. If there is no President-Elect at that time, the Past President will fill the remainder of the term.

##### Section 3. Treasurer

- a. The term of office for Treasurer shall be two years. In addition, one year will be served as Treasurer-Elect and one year as Past Treasurer.
- b. The office of Treasurer-Elect shall be on the ballot in odd numbered years.
- c. The office of Treasurer shall be filled by succession of the Treasurer-Elect to the Treasurer. The office of the Treasurer-Elect will run concurrently with the third year of the existing Treasurer's term for purposes of training. In the event that an existing Treasurer intends to run for a second term, he or she must run again as Treasurer-Elect at the end of the second year of his or her term. Thus, it will be ensured that the



Treasurer-Elect position is filled (either with this existing treasurer or a new Treasurer-Elect) for the third year of his or her first term.

- e. In the event the Treasurer is unable to complete his/her term of office, the Treasurer-Elect will fill the remainder of the term. If there is no Treasurer-Elect at that time, the Past Treasurer will fill the remainder of the term.

Section 3. Secretary

- a. The term of office for Secretary shall be two years.
- b. The office of Secretary shall be on the ballot in odd numbered years.

ARTICLE V. REGIONAL REPRESENTATIVES

Section 1.

The state shall be subdivided into geographical regions for the purpose of enhancing communication and involvement of the membership. Regional representatives to the Executive Council shall be elected by a majority vote of members from each region and serve a two-year term. In the event that a Regional Representative is unable to complete his/her term of office, a special election will be held to fill the remainder of the term.

Section 2.

The number and composition of the state regions shall be determined by the Executive Council.

ARTICLE VI. COMMITTEES, TASK FORCES, & WORK GROUPS

Section 1. Standing committees

There shall be standing and other committees appointed to fulfill functions of the Association. The duties of the standing committees shall be described in the Operations Manual.

Section 2. Appointment of chairs

All standing committee chairs shall be appointed by the President with the approval of the simple majority of the Officers.

Section 3. Terms of committee chairs

Chairs of standing committees will serve terms of two years and are eligible for reappointment. The President will designate appointments at the midpoint of his/her two-year term (July 1 of odd years).

Section 4. Changes to committees

The President, subject to two-thirds vote in the affirmative by the Executive Council, shall have the power to recommend the addition, deletion, or change of a standing committee.

Section 5. Task forces and work groups

Task forces or work groups may be appointed by the President at any time.

ARTICLE VII: LIAISONS AND OTHER APPOINTED POSITIONS

Section 1. Liaisons

There may be a liaison representative to relevant state or national agencies, organizations, or associations, including but not limited to the National Association of School Psychologists, Kentucky Psychological Association, Kentucky Association of School Administrators, Kentucky Department of Education, Kentucky Mental Health Coalition, as deemed appropriate by the Executive Council. Each liaison shall be a member of both organizations/associations where applicable.

Section 2. NASP delegate

The elected NASP delegate for Kentucky will act as the liaison between KAPS and NASP. The requirements and term limits of this position will be delineated by NASP.

Section 3. Appointment of liaisons

The liaison for all other organizations/associations will be selected by the President of the Association and shall be subject to any term limits imposed by that organization/association.

Section 4. Additional positions

Additional positions may be filled through appointment by the President, with the approval of the majority of the Officers. These positions include KAPS Historian/Archivist and Editor of the newsletter.

#### ARTICLE VIII. MEETINGS

##### Section 1. Business meetings

The Association shall hold at least one business meeting per fiscal year, as described in the Operations Manual. The date, time, and place of this meeting shall be selected by the President and disseminated to the members of the Association, with a timely notice. In order to conduct business, a quorum of ten (10) percent of the voting membership shall be required. The results of the meetings of the Association shall be recorded by the Secretary and reported to the membership in a timely manner. The report may be submitted to membership by means determined by the Secretary and/or President.

##### Section 2. Executive Council meetings

The Executive Council shall meet at the discretion of the President or by written petition of twenty-five (25) percent of the voting members of the Executive Council. In order to conduct business, a quorum of a simple majority of the voting members of the executive Council shall be present. The minutes of the meetings of the Executive Council shall be recorded by the Secretary and made available to membership.

#### ARTICLE IX: PARLIAMENTARY AUTHORITY

##### Section 1. Robert's Rules of Order

The rules contained in the latest revision of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution, the Operations Manual, special rules of the Association, or the statutes of the Commonwealth of Kentucky applicable to corporations not for profit and any amendments thereto.

##### Section 2. Parliamentarian

The President has the authority to designate a parliamentarian for all meetings conducted by the Association.

#### ARTICLE X: VOTING

##### Section 1. Voting

Unless otherwise specified within the Constitution, all business shall be based on a simple majority of the votes cast.

##### Section 2. Elections

The election of officers and representatives shall be by electronic ballot. Decisions will be made by a simple majority of those members returning a ballot.

##### Section 3. Voting members

A voting member is one who is in good standing and non-delinquent in dues payment at the time of the ballot mailing.

##### Section 4. Nominees for office

A nominee for elective office must be a member in good standing and non-delinquent in dues payment at the time of the nomination. Nominations and elections shall follow the timelines specified in the Operations Manual.

#### ARTICLE XI. CODE OF ETHICS

As its Code of Ethics, the Association adopts the current Principles for Professional Ethics as published by NASP.

#### ARTICLE XII. ASSOCIATION PROCEDURES

##### Section 1. Operations Manual

The Executive Council has the authority to establish procedures for the Association through discussion and vote of members of the Executive Council. A simple majority of the votes shall be needed to approve procedures. Approved procedures will be added to the Operations Manual with the date of approval indicated.

Section 2. Strategic Planning

The Association shall establish a five (5) year strategic plan be used to guide the development of yearly goals for the Executive Council and the Association membership and to measure progress toward those goals.

ARTICLE XIII. CONSTITUTIONAL PROCEDURES

Section 1. Proposal of amendments

Amendments to the Constitution may be proposed by the Executive Council or written petition of ten (10) percent of the voting membership of the Association. Such petitions shall be submitted to the Executive Council for verification of validity, following which the Executive Council shall present the proposed amendment to the membership as provided in this Article.

Section 2. Process of amendment

This Constitution may be amended after open discussion of all proposed changes at a regular meeting of the Association. After the Executive Council has reviewed the feedback, a written description of the proposed changes shall be provided to all members, accompanied by a written ballot for members to vote for or against the amended Constitution. The ballot should be returned to the President. The changes in the Constitution shall require the agreement of two-thirds of those voting.

Section 3. Review of Constitution

This Constitution shall be reviewed at least every five years. Amendments shall be proposed as necessary to ensure the continued effective and efficient functioning of the Association. Such proposed amendments shall be subject to the approval of the Executive Council and shall be adopted in accordance with the specifications of this Article.

Adopted 12/03/1977

Revised 07/20/1979

Revised 03/01/1981

Revised 10/06/1985

Revised 12/07/1987

Revised 01/01/1992

Revised 01/25/1996

Revised 09/21/2007

Revised (insert 2015 date)